

DDO -  
DC/IMS 86-280

10 JUL 1986

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Operations

VIA: Chief, Evaluation and Plans Staff, DDO  
Special Support Assistant, DDA



FROM:   
Chief, Information Management Staff, DDO

SUBJECT: Approval to Construct a New Entrance into  
Room 2D11 Headquarters

1. Approval is requested to construct a new entrance from "C" corridor into Room 2D11 Headquarters. Estimated cost of the construction is  which will be obligated from IMS funds. Construction of the proposed entrance and closing of an existing doorway within the 2D11 area will permit us to create a critically needed private office for our Clerical PEMS Officer in space that was formerly a throughfare. Details of this proposal are outlined in the attached "Request for Logistics Services".

2. Continuing, and often unnecessary, losses of our clerical personnel are hampering IMS support to the Directorate. A review of recent clerical personnel losses reveals that more readily available career counseling outside the supervisory chain of command could have headed off a number of these losses and has led us to create a new Clerical PEMS Officer position. The requested renovation provides both a private and inconspicuously accessible area for this counseling and maximizes the use of space which is now under-utilized.

Attachments: As stated

~~CONFIDENTIAL~~

DD/A REGISTRY  
FILE: 45-4

**SUBJECT:** Approval to Construct a New Entrance into  
Room 2D11 Headquarters

**CONCUR:**

25X1

[Redacted Signature]

Chief, Evaluation and Plans Staff

17 JUL 1986

Date

25X1

[Redacted Signature]

Special Support Assistant, DDA

18 JUL 1986

Date

25X1

**APPROVED:**

[Redacted Signature]

Deputy Director for Operations

21 JUL 1986

Date

25X1

[Redacted Signature]

Deputy Director for Administration

22 JUL 1986

Date

C O N F I D E N T I A L

**SUBJECT: Approval to Construct a New Entrance into  
Room 2D11 Headquarters**

25X1

**C/IMS/PS** [ ] :plf/9 July 1986 [ ]

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1 - ODA

**C O N F I D E N T I A L**

## REQUEST FOR LOGISTICS SERVICES

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION :

Service Requested:

Request that a new entrance way be installed in Area B of room 2D11 Hqs., which will open into C corridor. Also, request removal of an electrical outlet in inside of Area B, located on the north wall.

Approved:

DDO/SMO

7/2/76

Attachment



Yes



No

Deadline Date, if applicable

asap

Justification:

Area B needs to have a new entrance way for use by the CS/IMOs since Area A will be made into a private office for the IMS/PEMS Clerical Officer.

Special Considerations, if any:

Vault

Location where work is to be performed (room no. &amp; bldg.)

2D11 Hqs

Contact Official

Cost Center

Tel. Ext.

Date of Request

Requesting Official

Tel. Ext.

3 Jul 86

IMS/LOG

FORM 2620

11-79 2620 EDITIONS

(21-38)

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